

JOB TITLE: Maintenance Worker

MT/8

DEPARTMENT: Maintenance, Rutherford County

JOB SUMMARY: This position is responsible for performing buildings and grounds maintenance and repair duties.

MAJOR DUTIES:

- o Performs grounds maintenance duties, including mowing, weeding, trimming shrubs and hedges, raking leaves, and mulching flower beds.
- o Operates lawn mowers, tractor with bush hog, and weedeater.
- o Applies pesticides to weeds.
- o Replaces air filters and light bulbs.
- o Clears drains and repairs toilets.
- o Cleans gutters and down spouts.
- o Removes litter from county grounds and athletic fields.
- o Assists with removal of storm debris, snow, and ice.
- o Assembles and moves office furniture and equipment.
- o Delivers items to various county departments.
- o May assist with plumbing, carpentry, painting, electrical and HVAC tasks.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of grounds maintenance methods and techniques.
- o Knowledge of the locations of county buildings and departments.
- o Knowledge of county and department policies and procedures.
- o Skill in using a variety of hand, power, and bench tools.

- o Skill in the use of grounds maintenance equipment such as a mower, tractor, chain saw, and trimmer.
- o Skill in following oral and written instructions.

SUPERVISORY CONTROLS: The Maintenance Supervisor assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county and department policies and procedures and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in building and grounds maintenance. Inclement weather conditions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to maintain and repair county buildings and grounds. Successful performance contributes to a safe, attractive working environment for county employees and the general public.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools requiring a high degree of dexterity, and must distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in county buildings and outdoors. The employee is exposed to dirt, dust, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.